

**TERMS OF REFERENCE**  
**Job Description**

**Job Identification**

Job Reference:	PI05FM01-05
Job Title:	Fisheries Management Adviser
Work Unit:	Fisheries Management Division
Responsible to:	Director Fisheries Management
Responsible for:	No staff to supervise
Job Purpose:	This job exists to-: Provide advice and support to FFA member countries in the development of effective national and regional management arrangements for the oceanic fisheries within national waters and throughout the western and central Pacific in support of development aspirations.
Date:	August 2018

**The FFA Mission and Vision**

**Vision of the Members of the Pacific Islands Forum Fisheries Agency**

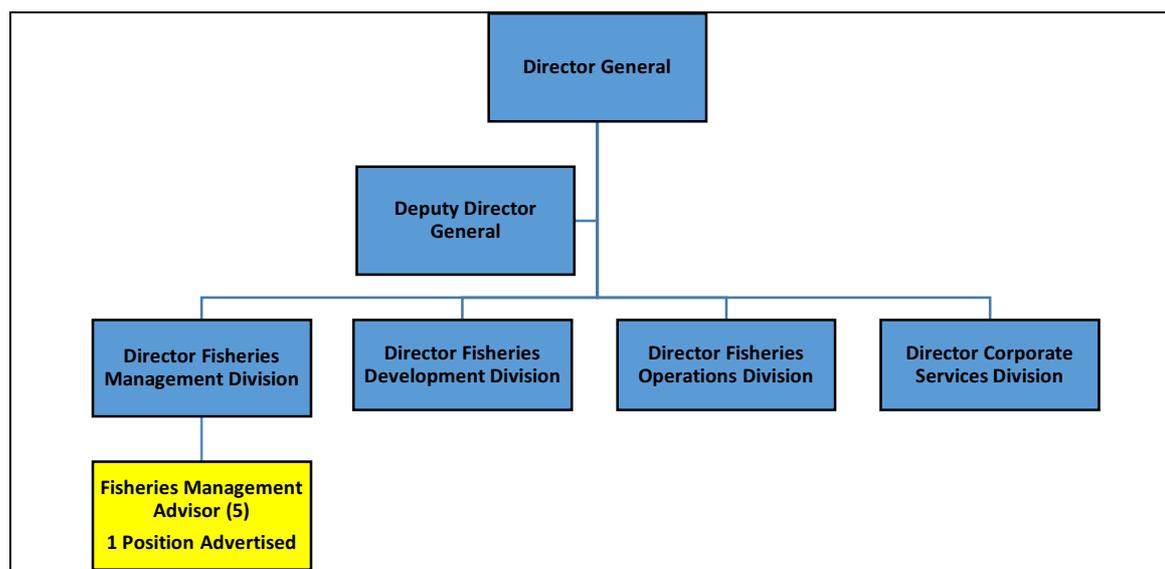
Our people will enjoy the highest levels of social and economic benefits through the sustainable use of our offshore fisheries resources.

**Mission for the Pacific Islands Forum Fisheries Agency**

To drive regional cooperation to create and enable the maximum long term social and economic benefit from the sustainable use of our shared offshore fishery resources.

FFA Strategic Plan 2020

## Organisational Context



## Key Result Areas

This encompasses the following major functions or Key Result Areas

1. Technical Advice
2. Research and Development
3. Project Management
4. Networking Relationships

The performance requirements of the Key Result Areas are broadly described below;

Jobholder is accountable for	and is successful when
<p><b>Technical Advice</b></p> <ul style="list-style-type: none"> <li>• Advise and assist Pacific Island countries to identify, prioritize and analyse fisheries management issues in the oceanic fisheries of the western and central Pacific.</li> <li>• Advise and assist Pacific Island countries to develop and/or reform national oceanic fisheries management plans, policies, legislative instruments, institutions and programs.</li> <li>• Provide advice, assistance and support to Pacific Island countries in their preparation for, participation in and implementation of the Western and Central Pacific Fisheries Commission (WCPFC) and other regional and global fisheries management arrangements.</li> <li>• Prepare information and negotiating briefs for FFA members on fisheries</li> </ul>	<ul style="list-style-type: none"> <li>• FFA members' interests in fisheries management are secured.</li> <li>• Advice is relevant and in line with overall regional development priorities.</li> <li>• Policies are updated.</li> <li>• Members able to successfully participate in WCPFC and other regional tuna management meetings to promote SIDS aspirations and secure opportunities for development</li> <li>• High quality briefings are prepared and provided to FFA members and other stakeholders.</li> <li>• Revised and relevant policies for national development plans are completed.</li> <li>• Training workshops covering fisheries management issues are successfully implemented.</li> </ul>

Jobholder is accountable for	and is successful when
<p>management and science (including stock assessment and modelling) issues related to the work and meetings of the WCPFC and its subsidiary bodies.</p> <ul style="list-style-type: none"> <li>• Provide and coordinate training on responsible and sustainable fisheries management including delivering national oceanic fisheries management workshops.</li> <li>• Support fisheries management objectives and activities of the Forum Fisheries Committee and related sub-committees and working groups.</li> <li>• Assist staff throughout FFA to prepare and implement work programs in relation to fisheries management activities in FFA member countries.</li> <li>• Assist FFA members in reviewing and implementing effective strategies for compliance with WCPFC Conservation and Management Measures (CMMs).</li> <li>• Assist with the preparation and supervision of technical and feasibility studies and oversight of terms of reference for consultants and contractors.</li> </ul>	<ul style="list-style-type: none"> <li>• Review/Evaluation reports completed and recommendations documented and accepted.</li> <li>• FFA member countries receive positive CMM implementation reviews.</li> </ul>
<p><b>Research and Development</b></p> <ul style="list-style-type: none"> <li>• Research, prepare and present papers at national, regional and/or international forums concerning the background, history and current institutional arrangements and key issues in fisheries bodies, particularly those concerned with tuna.</li> </ul>	<ul style="list-style-type: none"> <li>• Review/Evaluation reports completed and recommendations documented and accepted.</li> <li>• Presentation of high quality papers in relation to fisheries management matters.</li> </ul>
<p><b>Project Management</b></p> <ul style="list-style-type: none"> <li>• Take a lead role in the management and implementation of FFA projects in Port State Measures (PSM) and Catch Documentation Schemes (CDS).</li> <li>• Assist to task and coordinate the work of the Project Finance and Administration Officer under the direction of the Director, Corporate Services.</li> </ul>	<ul style="list-style-type: none"> <li>• NZ project reports are submitted as scheduled with positive progress results reported</li> <li>• Project Finance and administration processes are implemented effectively</li> <li>• Projects designed to support FFA members' priority work areas and interests</li> <li>• Resources secured and funding arrangements negotiated in accordance with FFA regulations,</li> </ul>

Jobholder is accountable for	and is successful when
<ul style="list-style-type: none"> <li>Actively participate in the development of project concept, scoping and design documents.</li> <li>Liaise with other FFA staff and Executive, and donors to assist in securing project resources</li> <li>Liaise, coordinate and cooperate with other FFA staff, other relevant regional agencies, FFA members and other stakeholders as required to deliver and implement project requirements</li> <li>Assist with reporting and project accountability requirements</li> </ul>	<p>policies and procedures, and that reduce the administrative burden as much as possible.</p> <ul style="list-style-type: none"> <li>Projects effectively implemented and progress monitored and reported against.</li> </ul>
<p><b>Networking Relationships</b></p> <ul style="list-style-type: none"> <li>Foster effective relations with the oceanic fisheries managers of FFA member countries and other key stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>Effective networking relationships built.</li> <li>Relevant integrated services and policy advice provided.</li> <li>Professional networks of FFA members, CROP agencies, NGOs and representatives from non-FFA members are developed and maintained to ensure accurate and comprehensive advice to members.</li> </ul>

**Note:**

The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

**Work Complexity**

<p>The most challenging duties typically undertaken are;</p> <ul style="list-style-type: none"> <li>Conduct national stakeholder consultations and issues analysis</li> <li>Provide real time policy and analytical advice to support rapid decision making by members, particularly during meetings of the WCPFC</li> <li>Conduct detailed analysis of scientific reports to provide and present simplified briefs to FFA members</li> </ul>
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**Functional Relationships & Relationship Skills:**

Key internal and/or external contacts	Nature of Contact most typical
<p><b>External</b></p> <ul style="list-style-type: none"> <li>Member County Fisheries Administrations</li> <li>WCPFC and other tuna-RFMO Secretariats</li> </ul>	<ul style="list-style-type: none"> <li>Receive requests and provide advice and assistance where appropriate</li> <li>Provide and receive advice</li> </ul>

<ul style="list-style-type: none"> <li>• SPC and other CROP Agencies</li> <li>• NGOs</li> </ul>	
<b>Internal</b> <ul style="list-style-type: none"> <li>• Director of Fisheries Management and other FMD staff</li> <li>• Advisers from Operations and Development divisions</li> </ul>	<ul style="list-style-type: none"> <li>• Provide and receive technical advice</li> <li>• Take directions</li> <li>• Report on progress of work</li> <li>• Cooperate in and/or manage multi-disciplinary projects and teams</li> </ul>

### Level of Delegation

The jobholder:

<ul style="list-style-type: none"> <li>• Commit to and organise regional travel in line with FMD work plan and Service Level Agreement tasks (subject to approvals)</li> <li>• Manage small teams of consultants, including reviewing outputs</li> <li>• Manage multiple projects across several member countries</li> <li>• Coordinate and collaborate with staff from other divisions and FFA member personnel.</li> </ul>
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### Person Specification

Essential	Desirable
<ol style="list-style-type: none"> <li>1. Undergraduate degree in fisheries management, natural resource management, fisheries science (or other related field) relevant to the demands of the role.</li> <li>2. Five years' experience in fisheries management.</li> <li>3. Demonstrated experience applying contemporary fisheries management principles, methodologies and issues.</li> <li>4. Demonstrated experience in fishery policy development analysis.</li> <li>5. Knowledge (or the capability to rapidly acquire it) of oceanic pelagic fisheries with an emphasis on tuna and the tuna industry.</li> <li>6. Experience in researching, preparing and presenting submissions and papers to large fora.</li> <li>7. Excellent communication, interpersonal and stakeholder relationship building skills and experience relevant to FFA's business and organisational context.</li> </ol>	<p>Understanding of the development aspirations and challenges of FFA members.</p> <p>Experience working and living in a developing country, particularly in the Pacific.</p>

This section is designed to capture the expertise required for the role at a 100% fully effective level. (This does not necessarily reflect what the current jobholder has). This may be a combination of knowledge/experience, qualifications or equivalent level of learning through experience or key skills, attributes or specific competencies.

### Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert Level	Understanding the role and contribution of Fisheries Management in supporting Leaders' Vision  Integrated fisheries management principles and their application in the Pacific Island member countries
Advanced Level	Harvest Strategy Approach to fisheries management  Fisheries policy planning facilitation  WCPFC Conservation Management Measures and compliance requirements
Working Knowledge Level	WCPFC roles and functions and key areas of work program and their impact on FFA members  FFA member responsibilities
Awareness	Fisheries MCS Tools

### **Key Behaviours**

*All employees are measured against the following Key Behaviours as part of Performance Development*

- Commitment/Personal Accountability
- Professional/Technical Expertise
- Teamwork
- Customer Focus
- Effective Communications & Relationships
- Leadership
- Coaching and Development (for Managers only)
- Strategic Perspective (for Managers only)

### **Personal Attributes**

- Relevant Qualifications
- Excellent Analytical Skills
- Excellent Communication Skills
- Results orientation
- Ability to manage and work well in multi-disciplinary and multi-cultural teams.
- Ability to work in an organized and systematic manner.
- Ability to transfer information/knowledge to a non-technical audience
- Recognizes and responds appropriately to the ideas, interests and concerns of others

- Builds trust and engenders morale by displaying open, transparent and credible behaviour
- Respects individual/ cultural differences
- Utilizes diversity to foster teamwork
- Ensures others understanding of, involvement in, adaptation to a change process

**Change to Job Description:**

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment-including technological requirements or statutory changes. Such Change may be initiated as necessary by your Director. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.